National Emergency Grant Application Procedure Guidelines

Heartland Professional Development Symposium

St. Louis, Missouri

June 8, 2004

NEG Project Types

- Regular
- Disaster
- Trade Dual Enrollment
- Trade Health Insurance Coverage

Eligible Circumstances
Regular Projects…

- Plant Closures/Mass Layoffs Affecting 50+ Employees
- Community Impact Layoffs
  - Resulting in 1% unemployment rate increase in area over 6-month period
  - All companies must be identified

Eligible Circumstances
Regular Projects (con't)...

- ## Industry-wide Layoffs
  - Firms within 3-digit NAIC code
  - At least 1 company with 50+ affected
- ## Military Closures & Realignments
- ## Multi-Company Layoffs
  - Occurring within 4-month period
  - Each company has 50+ affected

General Policy

- Rapid Response Expected
- Reprogramming Limitations
- Satisfactory Expenditure Rate
  - 70% of prior year funds (includes carry-in)
  - Includes an analysis of State 25% funds
- Reasonable Cost-Per
- Application Submitted w/in 120 Days of Target Group Eligibility or Dislocation

General Policy (con't)

- Timely Enrollment
- Incremental Funding
- DOL Response w/in 30 Days
  - For "complete" applications
  - Also applies to modification requests
- Project Operating Plans

Cost Limitations

- 10% Admin. at Project Operator Level
- 1.5% Admin. at Grantee (State) Level
- Indirect Cost Info Only When Proposed at Grantee (State) Level
- Pre-Award Costs Are Allowable
  - 120 days maximum
  - No administrative costs or NRPs

Emergency Funding

- Disaster Projects – If Request Submitted w/in 15 Days of FEMA Declaration

- Regular Projects – If No Advance Notice and Request Submitted w/in 15 Days of Event

- Streamlined Submission Requirements

- Partial Funding – Generally 1/3 of Estimated Total Funding Need

- Follow-up Info Supplied as a Modification

Incremental Funding

- Typically 2 Quarters of Expenses
- Subsequent Increments Must Be Justified by Need…
  - Stable enrollments
  - IEP costs are known
  - Staff hired
  - 2-3 months operating expenditure info
  - Adequate rate of <u>accrued expenditures</u>

Service Design Expectations

- Support Service & NRP Policies Consistent w/Local Formula Program

- Proposed Variations Must Be Explained

- Uniform Project Policies Required When Multiple Operators in One Service Area

- Uniform Policies Allowed When Different Providers Serve Different Areas

Disaster Projects

- Emphasis On Temporary Clean-Up Jobs
- Initial Award Restricted to 6 Months of Clean-Up, May Be Modified to Extend
- Employment Services Component Separately Justified & Approved
- 1,040 Hour Limitation on Jobs
- $12K Wage Limit (excluding fringes)
- Wage & Hour Limits May Be Modified

Dual Enrollment Projects

- Emphasis on "Wrap-Around" Services
- <u>May</u> Be Used for TAA Training Shortage
  - Must show expenditure progress in TAA and WIA
  - Training must be approvable under WIA (ETPL)
- Must Be 50+ Affected at Each Site
- Expectation of "Seamless Systems"
- Trade Funds Must Pay for Trade Services, to the Extent Such Funds Are Available

Trade Health Insurance & Related Assistance Projects

- Only for Trade-Impacted Workers and Others Eligible Under the TAA Reform Act of 2002

- "Bridge" Project Requests Covered Under the New E-Application System

Project Operating Plans

- Contains Project Status & Implementation Information
- Required for Regular, Disaster, & Dual Enrollment Projects
- Usually Transmitted to The Regional Office w/in 90 Days of Initial Award
- Pre-condition for Receipt of Additional Funding Increments

Project Reporting

- Electronic Reporting via ETA Form 9104
- Includes Detailed Financial Information
  - Grantee and Project Operator-Level Break-Outs
  - Core/Intensive Service Expenditures
  - Training
  - Support Services
  - NRP & NRP Processing
  - Management & Oversight Costs
  - "Other" Costs

Grant Modifications

- Approved w/in 30 Days
- Submitted Electronically for Grants Funded Under the E-Application System

Mods Required When...

- Include Additional Layoffs w/in Scope of the Approved Award

- Change Performance Period

- Change Grantee or Project Operator Contact Information

- Change Approved Indirect Cost Rate

Mods Required When...

- Change Any Design Parameters That Results in Increase of More Than 10% of the Approved Cost Per Participant
- Increase Amount of Approved Funding for Support Services, NRPs, or Admin. of NRPs
- Lower Project Performance Goals
- Request Additional Funding Increment

Obtaining "New" Money

- Generally Requires a New Application
- Exceptions:
    - Adding employment services component to a Disaster project
    - Increasing # of participants and/or costs for <u>approved target group in the grant award</u> based on project implementation
    - Adding to the approved target group <u>additional eligible workers</u> at the employer sites identified in the approved grant award

Understanding Project "Scope"

- Covered Employer Sites <u>Must Be Identified</u> in the Grant Application
- Additional Layoffs From Approved Sites Can Be Served Only If...
  - Workers become eligible for assistance w/in 90 days of the grant award
  - Workers are enrolled in the project w/in 180 days of the grant award

Misc. Info

- NAIC Website
  - www.census.gov/epcd/www/naics.html
- Follow-Up Questions?
  - wilson.frank@dol.gov
  - (816) 502-9036